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## **EDUCATION**

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### **Mercer University**

*Masters of Science  
Clinical Mental Health Counseling  
4.0 GPA*

Atlanta, GA  
December 2013

### **Augusta State University**

*Bachelor of Science in Psychology  
Minor in Social Work*

Augusta, GA  
December 2010

## **PROFESSIONAL SKILLS**

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- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook, and Explorer)
- Coordinate, plan, and implement workshops and conferences for the student body
- Strong analytical, interpersonal, and organizational skills.
- Excellent written and communication skills
- Trained on maintaining student and personal confidentiality of sensitive information
- Detailed oriented

## **RELEVANT EXPERIENCE**

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### **Gwinnett Technical College, Learning Support, Education Department**

*Adjunct Instructor of College Success and Survival Skills*

Lawrenceville, GA  
May 2012 – July 2012

- Created, planned, and executed lesson plans for teaching and implementing course objective to a class of traditional and non-traditional students
- Maintained student records and gave prompt feedback for all assignments to improve performance in class
- Taught job skills such as interviewing, resume writing, and networking
- Provided academic advising to undecided students

### **Brookdale Community College, Educational Opportunity Program**

*Student Development Associate*

Lincroft, NJ  
October 2014 – Current

- Work with under-prepared diverse students in the areas of financial aid, career development, and personal counseling.
- Coordinate planning and implementation of student activity programs, such as student success conferences and workshops on academic development, career development, transfer preparation, and leadership development.
- Assist with student recruitment and admission into the EOF program as well as aid students with the completion of financial aid requirements to ensure students are cleared on both the federal and state level.
- Implement Freshman Summer Bridge Program for the EOF program

### **Preferred Children Service, Family Visitation**

*Visitation Clinician*

Lakewood, NJ  
November 2014– Current

- Provide counseling to families and ensure each member has autonomy while being able to effectively communicate.
- Handle crisis situations as they arise with individual to ensure safety of the client
- Research and plan effective therapeutic activities for families and individuals.

**Gwinnett Technical College, Academic Affairs**

Lawrenceville, GA

*Administrative Support*

March 2011 – November 2014

- Provided customer service assistance via phone, e-mail, and in person to students, faculty and visitors daily
- Researched student issues and finding resolutions to problems
- Assisted in creating reports based on data collected for various projects in the department
- Supported diverse students through the registration process and help to clear registration errors

**Gwinnett County Detention Center**

Lawrenceville, GA

*Intern*

2012 – 2013

- Worked with a diverse group of clients to teach life skills and to meet counseling goals
- Utilized empathy and good listening skills to build rapport with clients to ensure trust to aid in fostering a good learning environment

**Integrated Wellness Services**

Lawrenceville, GA

*Intern*

2012 – 2013

- Worked with clients on an individual and group level to achieve counseling and personal goals
- Found resources in the community for referrals and to help with client needs
- Facilitated various groups based on the faculty and community needs, such as woman groups and teen groups

**Augusta State University, Office of Student Development**

Augusta, GA

*Student Manager*

May 2009 – December 2010

- ⌈ Recruited, accepted, and managed students in the Summer Bridge Program for at-risk high school males
- ⌈ Trained, motivated, and managed new student assistants on office procedures and campus policies
- ⌈ Maintained and prepared budgetary and charter information for Office of Student Development and all umbrella student organizations
- ⌈ Offered assistance to student organizations through linking working relationships between student and staff by having an Annual Meet and Greet with staff
- ⌈ Aid in the coordination in annual event such as Black History Month Activities

**VOLUNTEER EXPERIENCE**

Aided in the pediatric psychiatric unit at August Medical Center

**AFFILIATIONS EXPERIENCE**

ACA - American Counseling Association

EOFPANJ – Educational Opportunity Fund Professional Association of New Jersey

**REFERENCES:**

Available upon request